Rohit Koktare

Project Manager

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SUMMARY

Project manager with 3+ years of experience delivering software projects across SaaS, healthcare, insurance, e-commerce and manufacturing. Skilled in Agile execution, requirements gathering, Jira, Azure DevOps, stakeholder coordination and client UAT, with enterprise project experience involving Allstate and Reckitt.

PROFESSIONAL EXPERIENCE

Project Manager

301io — Jul 2025 - Present — Pune, India

US-based product and services company delivering in-house SaaS solutions and managing end-to-end client projects.

- Manage project planning and delivery across SaaS and enterprise software initiatives for US-based clients.
- Coordinate cross-functional contributors across Development, DevOps, Design, and Data Science, aligning priorities, dependencies, and delivery timelines.
- Lead requirements discussions and translate business needs into structured documentation, development tasks, and acceptance criteria.
- Coordinate sprint planning, task prioritization, and delivery tracking using Jira, Azure DevOps, and Excel.
- Work with Development, QA, and DevOps teams to resolve blockers, track defects, and coordinate release readiness.
- Prepare release plans and documentation, coordinating go-live communication with engineering teams, Product Owners, and business stakeholders.
- Improve business-to-engineering handoffs by decomposing complex requirements into smaller, actionable tasks and clarifying expectations before development.

SELECTED ENTERPRISE ENGAGEMENTS

- **ConvertIQ** – Allstate Protection Plans: Own project coordination across business requirement gathering, development tracking, QA coordination, release planning and post-release support. Coordinate client UAT feedback, translate meeting outcomes into sprint tasks, track fixes and enhancements with QA, document changes for Product Owner review and communicate approved updates to the client. Project is in its final release stage; client UAT and sign-off remain pending.
- **Reckitt** – Supplier Evaluation Platform: Coordinate client discussions to understand business logic, enhancement requests and reported issues; convert inputs into developer-ready documentation and tasks; coordinate QA and development follow-through; maintain release documentation and client-facing updates through Azure DevOps Boards, Excel.

Associate Project Manager

Zero8Dev — Jan 2024 - Jun 2025 — Remote

Bootstrapped software company building web, mobile, and in-house **SaaS** applications.

- Managed an overall team of approximately 10 members and coordinated 2–3 concurrent software projects, balancing priorities, resources, and delivery timelines.
- Coordinated delivery of a B2B health insurance application, aligning business requirements with technical implementation.
- Contributed to a Dubai-based medical insurance SaaS project by understanding business requirements and supporting technical implementation.
- Managed a workflow management solution for a Japan-based client, coordinating requirements and development activities.
- Led on-site requirement discussions with pharmaceutical factory owners, managers, and staff to understand existing operational processes and digitisation needs.
- Coordinated the transition of paper-based pharmaceutical operations into digital workflows covering production tracking, inventory, procurement planning, order management, and in-transit inventory.
- Conducted client demonstrations, communicated project status, and gathered feedback to support ongoing improvements.

TECHNICAL SKILLS

Project & Delivery Management

Agile | Scrum | Project Planning | Sprint Planning | Delivery Tracking | Risk and Dependency Management | Release Management

Requirements & Stakeholders

Requirements Gathering | Stakeholder Management | Client Communication | Business-To-Technical Translation

Quality & Documentation

QA Coordination | Defect Tracking | Release Documentation | Project Status Reporting | Client Demonstrations

Project Tools

Jira | Azure DevOps | Microsoft Excel | Microsoft Teams | ChatGPT | Claude AI

EDUCATION

Bachelor of Engineering (B.E.) | Modern College of Engineering,

Savitribai Phule Pune University

May 2018 - Jun 2022 — Pune, India

Google Project Management Professional Certificate | 2025

Google

2025

PROFESSIONAL EXPERIENCE

Software Engineer

Godspeed Systems | Jun 2023 - Dec 2023 | Remote

Godspeed is a product based company, which build microservices for backend.

- Built a VS Code extension for the Godspeed framework; the existing resume records a 70% improvement in coding speed and a 50% reduction in errors.
- Contributed to VS Code documentation and developer-facing technical resources.
- Converted client Python code into the YAML-based Godspeed format using Frappe to support enhanced data security.
- Developed AI-assisted UI concepts based on stakeholder needs, validated pull requests, and monitored Vercel deployments.